

WICS Program Assignment and Coding Business Process – Updated 10/14/2021

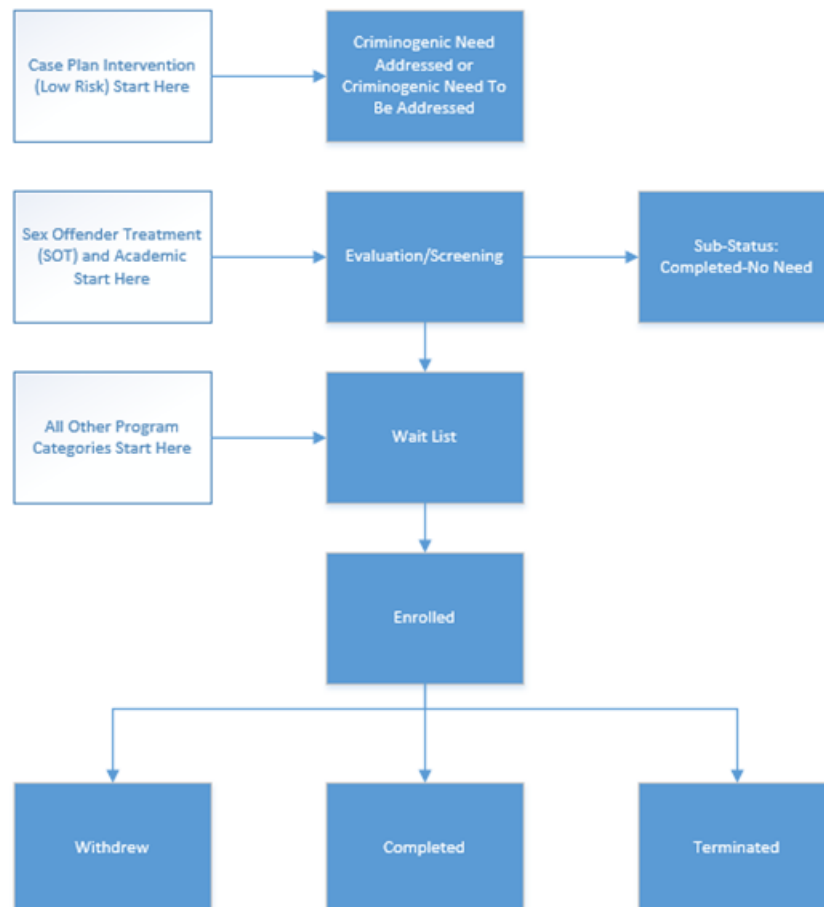
Program assignment(s) are based on a thorough assessment of the individual's needs through the COMPAS risk and needs tool, as well as a comprehensive review of all collateral information demonstrating aggravating/mitigating factors that are not evident through the COMPAS tool.

Ultimately, the decision to assign programming will be based on the accumulation of all the information available (e.g. COMPAS assessment, domain-specific screening tools, file information, person in our care interview, etc.). If a person in our care refuses a COMPAS assessment, BOCM staff will still assign programs based on all other information. Program assignments will be further evaluated if the person in our care chooses to participate in the COMPAS assessment process.

If a program is added or removed after Initial Classification, the Reclassification OCS shall apply the appropriate domain-specific screening tool with the exception of the SUD and SOT tools, which may be administered by a licensed professional. The application of the tool and justification for adding/removing the program shall be documented in the appropriate systems (i.e. COMPAS Notes, Treatment File).

Assignment of the Program Need

Once the program need has been determined, the assigned program must be documented in WICS. When assigning a program need and as the person in our care moves through the system, the following flow chart shall be followed. It is noted that this is the "ideal" work flow and other statuses may be used to reflect program changes. These statuses are outlined further in the business process. It is also noted that a separate work flow applies for ERP and CIP.



If screening occurs outside of Initial Classification, the individual will be placed into the status of "Evaluation/Screening" with the sub-status of "Deferred". Once the domain-specific screening tools are administered, the person in our care will either be placed into the status of "Evaluation Screening-Completed No Need" or "Wait List". For all other program needs, the person in our care will be placed on the "Wait List" once the program need has been established. If a SUD or SOT evaluation is completed outside of Initial Classification, data entry will be completed by the evaluator.

Each institution shall identify staff responsible for WICS data entry for programs. Data entry shall be done at the time new information becomes available, which may occur outside of the Reclassification process.

At the time of enrollment into the program, the designated staff shall update the status to "Enrolled". Upon program completion or termination, the designated staff will update the status no later than ten business days and use sub-statuses to indicate specific reasons for status change. As an example, a person in our care is terminated from group for lack of participation and progress in the group, the staff person would update his or her status to "Terminated" utilizing the sub-status of "Failure to Meet Program Requirements". The sub-status is required to be entered in WICS.

Tracking Status	Sub-Status	Definition
Status: A request has/will be made for an evaluation/screening to determine program need. The most common use of status is for SOT, SUD, and Academic evaluations.		
Evaluation/Screening	Pending	Apply when an evaluation/screening is necessary to determine whether to assign a need and/or a program or intervention.
	Deferred	Apply when an evaluation/screening is deferred to the next site.
	Completed - No Need	Apply when evaluation/screening is completed and there is determined to be no need. In comments indicate: -Date evaluation was complete. -Who completed the evaluation?

In the WICS software:

1. Enter the person in our care's DOC number and click on Programs → Program Needs/Referrals.
2. Under the Needs screen, click "Prepare to Add" on the right-hand side of the screen.
3. Under Program Category, select assigned program need and then select Program Type. Update Referral Source with the appropriate classification and set Priority to "High".
4. Select "Add" at the bottom of the screen.

Prison > Programs > Program Needs/Referrals

IIPS001B - Program/Education Need/Referral

Identified Date*: 05/21/2021

Sequence#:

Program Category*: Domestic Violence

Program Type*: Domestic Violence-Cognitive

Referral Source*: Classification Staff

Staff*: THORVALDSON, ERIN E

Priority*: High

Court Ordered: ☐

Parole Commission: ☐

ATR Referral: ☐

Suggested Facility:

Need/Referral Status*: Evaluation/Screening

As of Date*: 05/21/2021

Staff Referral: ☐

Offender Referral: ☐

The Need/Referral will now show on the Program/Education Needs/Referrals screen. Click the date next to the Need/Referral that was just added. At the bottom of the screen, click “Prepare to Update” to enter the next status for the PIOC. The Program/Education Need/Referral screen will open and click “Prepare to Add” to the right of the Primary Program Tracking History tab.

The Program/Education Tracking screen will open.

1. Update the Tracking Status with the appropriate status and include any sub-statuses that apply.
2. Select the facility.
3. Press “Add” at the bottom of the page.

The status will now show on the Program/Education Need/Referral screen under the Primary Program Tracking History tab. Statuses should be subsequently added as the PIOC moves through the program stages abiding by the status work flow process outlined in this business process.

Prison Programs Program Needs/Referrals

JPS001B - Program/Education Need/Referral

Identified Date*: 05/21/2021 Sequence#: 001

Program Category*: Domestic Violence

Program Type: Domestic Violence-Cognitive

Referral Source*: Classification Staff

Staff*: THORVALDSON, ERIN E

Priority*: High

Court Ordered: ☐ Staff Referral: ☐

Parole Commission: ☐ Offender Referral: ☐

ATR Referral: ☐

Suggested Facility:

Need/Referral Status*: Evaluation/Screening

As of Date*: 05/21/2021

Status History

Primary Program Tracking History (1 - 2 of 2)

Prepare to Add

Date	Tracking Status	Sub-Status	Staff
05/21/2021	Evaluation/Screening	Pending	THORVALDSON, ERIN E
05/21/2021	Wait List		THORVALDSON, ERIN E

Statuses to be Applied Prior to Enrollment into the Program

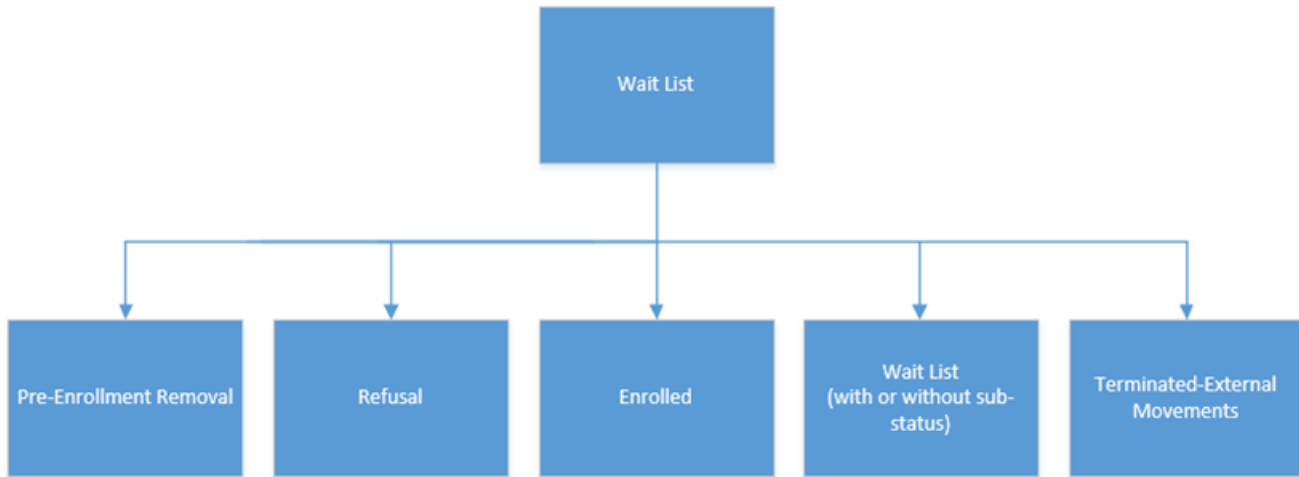
Wait List

Utilizing the work flow chart, a person in our care will be placed on the "Wait List" once it is determined that he or she is appropriate, suitable, and eligible for entry into the program. If there are other barriers preventing enrollment into the program, a sub-status is required to be entered. A "Wait List" with no sub-status indicates no barriers to enrollment into the program and the individual is appropriate, suitable, and eligible for entry into the program. Sub-statuses may be updated during the same incarceration if new information is communicated to the designated staff. In these circumstances, it is required to enter the sub-status no later than ten business days of being notified of the circumstance preventing enrollment.

Wait List	No Sub-Status	Apply once the person is appropriate, suitable and eligible for entry into the program. If there are circumstances preventing enrollment into the program, a sub-status shall be used and applied.
	Transfer to Alternate Level of Service	Needs should be addressed in an alternate program. Example: SOT-Adaptive vs. Standard SOT, SUD-3 vs. SUD-4. Use of comments sections for explanation is required.
	Custody Contraindication	Apply when the assigned custody prevents program enrollment.
	CIP Potential	Apply when the person is not yet suitable for CIP, but has the potential for entry into the program in the future.
	ERP Potential	Apply when the person is not yet suitable for ERP, but has the potential for entry into the program in the future.
	Health/Psychological Contraindication	Apply when physical symptoms, psychological needs, or lack of clearance by HSU/PSU prevent program completion. In comments, reflect the reason person is no longer able to participate in the program. Do not indicate diagnosis.
	Insufficient Math Level	Apply when the person does not meet minimum math skills for program enrollment. This status is only used for Education and Vocational Education programs. Use of comments section for explanation is expected.
	Insufficient Reading Level	Apply when the person does not meet minimum reading skills for the program enrollment. This status is only used for Education and Vocational Education programs. Use of comments section for explanation is expected.
	Inappropriate Treatment Candidate	This status is only used for SOT placement. This is applied after the person is offered enrollment into a program but staff determine the person is not appropriate for enrollment into the group at this time. Use of comments section to document reason is expected.
	Institution Adjustment Prevents	Apply when a persons conduct prevents participation in a program.
	JOC Conditional Time Required	Apply when the Court has imposed a required time to serve prior to enrollment into ERP and/or CIP.
	Mandatory Minimum Sentence	Apply when statute requires a specified confinement time prior to release via ERP and/ or CIP.
	Pending Charges	Apply when pending charges or other legal issues prevent enrollment. Comments should reflect the case or legal matter preventing participation.
	Timeframe Premature	Apply when DOC criteria or court conditions prevent enrollment into a program until a specified time but the person will be suitable at a future date.
	Unmet Program Pre-Requisite	Apply when a program has expectations the person has to meet prior to enrollment. For ERP and CIP apply when the person has not completed SOT-CPO, SOT-SO2 or SOT-SO4.

To update the status or sub-status, follow the steps outlined in the previous section “Assignment of the Program Need.

Outside of the basic work flow chart, there may be instances where a person in our care is moved off the Wait List before enrolling into their assigned program. In these instances, it is required that the person in our care’s status be updated in WICS. These statuses are only to be used pre-enrollment (with the exception of “Enrolled”, which will be entered upon enrollment into the program).



Time Remaining Insufficient

For this status, a person in our care has an identified program need but their time remaining does not allow sufficient time to complete the program. This change in status would occur at Initial Classification (first and end status) by the Initial Offender Classification Specialist. A change in status could also occur when a program provider reviews the wait list and determines an individual does not have sufficient time to complete the program (end status). The reviewing program provider shall update the status. Furthermore, the status may be updated during the reclassification process if the person in our care is no longer within the timeframe for entry into the program.

The below table should be used to determine timeframe.

Program	Length of Program	Guideline for Placement on Wait List
Substance Use Disorder (SUD) 2	12 weeks	12 weeks
Substance Use Disorder (SUD) 3	18-20 weeks	18 weeks
Substance Use Disorder (SUD) 4	18-20 weeks	18 weeks
Earned Release Program (ERP) Low	12 weeks	12 weeks
Earned Release Program (ERP) Moderate-High	18-20 weeks	20 weeks
Domestic Violence (DV)	16-20 weeks	16 weeks
Sex Offender Treatment (SOT) 1	3-4 months	3 months
Sex Offender Treatment (SOT) 2	6-12 months	6 months
Sex Offender Treatment (SOT) 4	2 years	2 years
Sex Offender Treatment-Child Pornography Only (SOT-CPO)	1 year	1 year
Anger Management	10-12 weeks	10 weeks

Cognitive-Behavioral Programs (CBP)	16 weeks	16 weeks
CBI-EMP (Employment)	16 weeks	16 weeks
Female SUD 2	12 weeks	12 weeks
Female SUD 3	15 weeks	15 weeks
Female SUD 4	17 weeks	17 weeks
Female Dual Diagnosis	20 weeks	20 weeks
Female CBP	12 weeks	12 weeks
Female Anger Management	12 weeks	12 weeks
Female Domestic Violence (DV)	12 weeks	12 weeks
Female SOT	6-12 months	6 months
Challenge Incarceration Program (CIP)	20 weeks	Request to Reservation List

Please note the following when determining timeframes using the table.

- Will not apply to pending charges (Wait List placement).
- If sentence computations are not completed at intake, place on the Wait List.
- Vocational Education and Education (Academic) will be placed on Wait List.
- Exclude PMR from these requirements.

To update the status or sub-status, follow the steps outlined in the previous section “Assignment of the Program Need. Always double check that a new status has been created so there is a clear progression of statuses as they are updated in the system.

Pre-Enrollment Removal

There may be instances where a person in our care is removed from the status of “Wait List” or “Reservation List” and assigned the status of “Pre-Enrollment Removal”. This status indicates that the person is no longer appropriate for the program need.

To update the status or sub-status, follow the steps outlined in the previous section “Assignment of the Program Need. Always double check that a new status has been created so there is a clear progression of statuses as they are updated in the system.

Refusal

The status of “Refusal” should be applied when a person in our care has been offered enrollment into the program or has a tentative bed and then verbalizes or gives other intention not to participate in the program. This status is considered an end status unless the DOC-2439 Primary Program Status document is filed by the person in our care.

To update the status or sub-status, follow the steps outlined in the previous section “Assignment of the Program Need. Always double check that a new status has been created so there is a clear progression of statuses as they are updated in the system.

Terminated-External Movements

The below statuses are computer generated and will automatically be entered from the status of “Wait List” when a PIOC is released, is now deceased, or is in escape status.

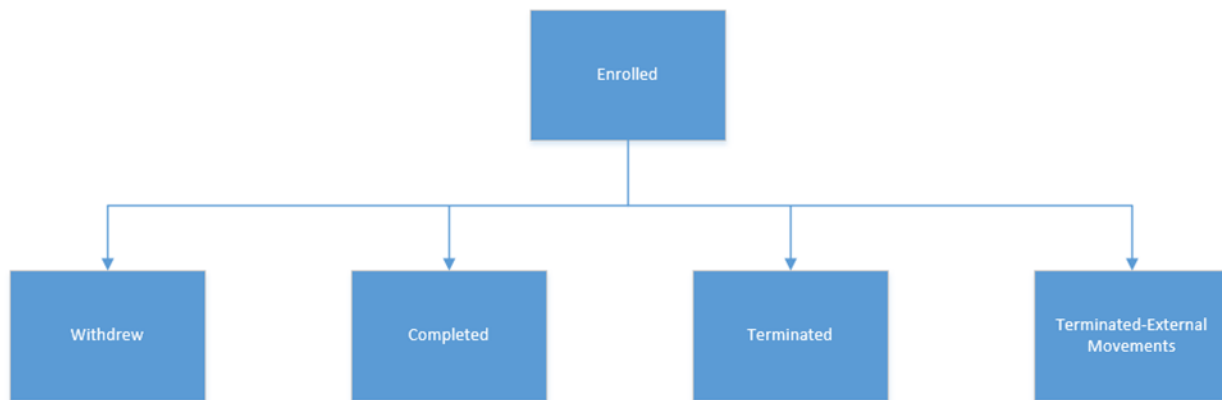
Computer Generated Status/Sub-Status Codes		
Tracking Status	Sub-Status	Definition
Terminated-External Movement	Released without Program Completion	Person in our care was released back to the community. This may occur when person in our care is in program or not.
	Deceased	Person in our care is now deceased.
	Escape	Person in our care is in escape status.

The remaining statuses apply to ERP/CIP and are defined in the ERP/CIP section of this business process.

Definitions for each status and sub-status are available on Attachment A of DAI Policy 300.00.25 Primary Program Status. If a sub-status applies to the person in our care, it is required to enter the sub-status.

Enrollment and End Statuses

At the time of enrollment into the program, the designated staff shall update the status to “Enrolled”. Upon program completion or termination, the designated staff will update the status no later than ten business days and use sub-statuses to indicate specific reasons for status change. Once enrolled in the program, the end status will be one of four statuses: “Completed”, “Terminated”, “Withdrew”, or “Terminated-External Movements”.



Definitions for each status and sub-status are below and available on Attachment A of DAI Policy 300.00.25 Primary Program Status. For the status of “Terminated”, a sub-status must be selected and use of comments is expected.

Status/Sub-Status Codes to be used after person in our care's enrollment into a program		
Tracking Status	Sub-Status	Definition
As a pre-requisite, the Enrolled status must be assigned before assigning Completed status.		
Completed	No Sub-status	Apply when the person has successfully completed the program in accordance with the curriculum and WIDOC criteria. Entry shall be timely.
Terminated	Health/Psychological Contraindication	Apply when physical symptoms, psychological needs, or lack of clearance by HSU/PSU prevent program completion. In comments, reflect the reason person could no longer participate in the program. Do not indicate diagnosis.
	Inappropriate Placement	Apply when the current program or level is no longer suitable. If assigned a new program or program level, add the person in our care to the wait list. Indicate in the comments the reason for the change in program or level.
	Program Discontinued	Apply when the program is no longer offered in DAI or at this site. If the need for the person in our care remains, next entry in Program Tracking is to be placed on "Wait List". Use of comments section is expected.
	Disciplinary	Apply after receipt of a conduct report that may prevent completion of the current program. Describe the behaviors resulting in a conduct report in the comments section.
	Failure to Meet Program Requirements	Apply when program expectations are not met preventing completion of the program. This includes the ability to attend programming, lack of participation, etc. Use of comments to summarize the reason for termination is expected.
Withdrew	No Sub-status	Apply when a withdrawal occurred from the program after enrollment and against the advice of staff. Refer to DAI Policy 300.00.25 for the process of renewal for Wait List status. Complete DOC-2439.

Computer Generated Status/Sub-Status Codes		
Tracking Status	Sub-Status	Definition
Terminated-External Movement	Released without Program Completion	Person in our care was released back to the community. This may occur when person in our care is in program or not.
	Deceased	Person in our care is now deceased.
	Escape	Person in our care is in escape status.

Although these statuses are typically considered end statuses, there may be instances where a person in our care is placed back into an initial status. For example, a person in our care assigned the status of "Terminated" with sub-status of "Disciplinary" may request to be placed on the wait list. Designated staff reviews the request and deems them appropriate for re-assignment of the status of "Wait List".

To update the status or sub-status, follow the steps outlined in the previous section "Assignment of the Program Need. Always double check that a new status has been created so there is a clear progression of statuses as they are updated in the system.

ERP/CIP Business Process

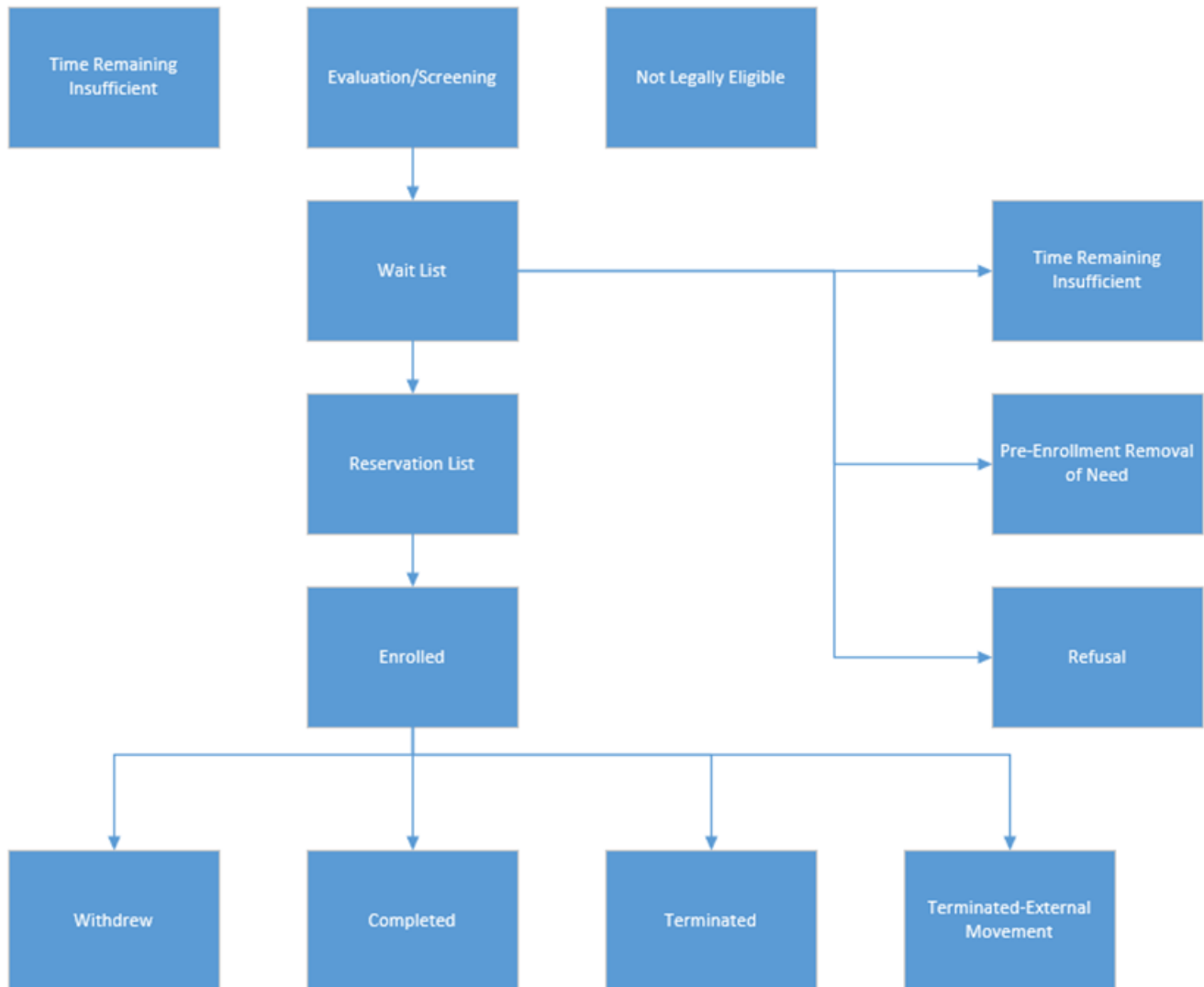
At Initial Classification, it is required to indicate the person in our care's eligibility and suitability for both the Earned Release Program (ERP) and the Challenge Incarceration Program (CIP). For each program, the person in our care shall be placed in one of three statuses: "Not Legally Eligible", "Wait List", or "Time Remaining Insufficient. It is in testing to not require wait list prior to reservation. When the person in our care is being ~~shall be~~ placed on the "Reservation List" for ERP/CIP, each of the program needs fulfilled by ERP/CIP (e.g. SUD treatment, CBP) shall also be placed on reservation list. An end status shall be entered for each individual program need. As an example, SUD-3 ERP person in our care participates in both substance abuse programming and cognitive-behavioral programming. The status for ERP, Substance Use Disorder Treatment, and Cognitive-Behavioral Program will all be updated to reflect "Wait List" and then a corresponding end status code. When the need has been completed, the end code shall be updated to reflect the appropriate end code status. It is expected that programs will be updated at the time of completion and not at the end of ERP or CIP. It may be possible that a person in our care does not complete each program need. In this case, the person in our care shall be placed back on the "Wait List" with comments. Once all components of ERP/CIP have been completed, the status for ERP/CIP shall be updated to "Completed".

As a consideration, person in our care may be eligible for ERP and/or CIP, but have barriers that are currently preventing enrollment into the program (e.g. custody level, time remaining on their sentence). In these circumstances, the person in our care shall be placed in the status of "Wait List" with a sub-status indicating the barrier. If more than one sub-status applies, please enter up to five sub-statuses. As an example, a person in our

care is within the timeframe for enrollment and is eligible on all cases for ERP, but is currently at maximum custody. The ERP/CIP status shall be updated to "Wait List" with two sub-statuses: "ERP Potential" and "Custody Contraindication". Corresponding program needs shall be updated to reflect the same status and sub-status. Sub-statuses may be updated during the same incarceration if new information is communicated to the designated staff. In these circumstances, it is required to enter the sub-status no later than ten business days of being notified of the circumstance preventing enrollment.

At the time of enrollment into the program, the designated staff shall update the status to "Enrolled". For ERP, the status of "Enrolled" occurs at the bed date start date regardless of current program phase. Upon program completion or termination, the designated staff will update the status no later than ten business days and use sub-statuses to indicate specific reasons for status change. Once enrolled in the program, the end status will be one of four statuses: "Completed", "Terminated", "Withdrew", or "Terminated-External Movements".

ERP/CIP Work Flow:

**Case Plan Intervention**

For low risk person in our care with an identified criminogenic need, the program type of "Case Plan Intervention" will be used to document the criminogenic need and account for the lower level intervention required for low risk person in our care. In lieu of enrolling the person in our care into a formal program, the designee will enter the need and assign "Case Plan Intervention" with the status of "Criminogenic Need To Be Addressed" or "Criminogenic Need Addressed". The statuses of "Enrollment" and "Wait List" are not required and designated staff shall place a person in our care into one of the two noted statuses immediately upon determination of the need.

In circumstances where enrollment into a higher level of programming is required due to liberty interest or new information, the case plan intervention will be closed out and the new assigned program will be added in the WICS Program Screen. The standard flow chart will be used for the appropriate status and sub-status entries.

Status Codes to be used only for "Case Plan Intervention"		
Tracking Status	Sub-Status	Definition
Criminogenic Need To Be Addressed	More Appropriate for Alternate Program	Only to be used when providing a status for "Case Plan Intervention". Status to be used at initial classification or when the need is identified. The person in our care is low risk and has an identified need that will be addressed through other interventions outside of formal programming.
Criminogenic Need Addressed	More Appropriate for Alternate Program	Only to be used when providing a status for "Case Plan Intervention". Status is determined by the assigned case manager. The person in our care is low risk and has an identified need that has been addressed through other interventions outside of formal programming. The need is now met and no further action is needed during his or her current incarceration.

Alternative to Revocation (ATR)

The designated staff is required to indicate the person in our care's suitability for an Alternative to Revocation (ATR) placement using the ATR decision tree on the DOC-2265. For each program (including the "Alternative to Revocation" program), the person in our care shall be placed on the "Wait List". An end status shall be entered for each individual program need, in accordance with above guidelines. As an example, an ATR person in our care is found suitable for both substance abuse programming and cognitive-behavioral programming. The status for Alternative to Revocation (ATR), Substance Use Disorder Treatment, and Cognitive-Behavioral Program will all be updated to reflect "Wait List" and then a corresponding end status code. When the need has been completed, the end code shall be updated to reflect the appropriate end code status. It is expected that programs will be updated at the time of completion and not at the end of the ATR. It may be possible that a person in our care does not complete each program need. In this case, the person in our care shall be placed back on the "Wait List" with comments. The program of "Alternative to Revocation" shall also have an end status indicating successful completion or termination of the institution ATR.

At the time of enrollment into the program, the designated staff shall update the status to "Enrolled". Upon program completion or termination, the designated staff will update the status no later than ten business days and use sub-statuses to indicate specific reasons for status change. Once enrolled in the program, the end status will be one of three statuses: "Completed", "Terminated", or "Terminated-External Movements". WICS coding entry should be consistent with the process outlined above in the Program Progression section.